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Hangstones Pavilion: Room Hire Booking Form

Please return this form to:

Yatton Parish Council, Hangstones Pavilion, Stowey Road, Yatton, Bristol BS49 4HS

Tel: 01934 838971 | Email: clerk@yatton-pc.gov.uk | Web: www.yatton-pc.gov.uk

Hirer’s Details

|  |  |
| --- | --- |
| **Name of person or organisation:** |  |

|  |  |
| --- | --- |
| **Address:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone:** |  | **Mobile:** |  |

|  |  |
| --- | --- |
| **Email address:** |  |

|  |  |
| --- | --- |
| **Name of main contact for this booking:** |  |

|  |  |
| --- | --- |
| **Name of secondary contact:** |  |

|  |  |
| --- | --- |
| **Name and address details for invoice (if different from above):** |  |

Booking Details

|  |  |
| --- | --- |
| **Day and date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Start time:** |  | **End time:** |  |

|  |
| --- |
| Your booking should include the time it takes to set up and clear up at the start and finish. |

|  |  |
| --- | --- |
| **Number of people:** |  |

|  |  |
| --- | --- |
| **Reason for hire (e.g. meeting, party):** |  |

Public Liability Insurance

|  |  |
| --- | --- |
| **Public liability insurance is only available to private individuals. It is charged at 10% of the booking fee. Please tick here if you require public liability insurance:** |  |

Notes

* You are not permitted to set up for your event at any other time or day than those given on your booking form unless you have permission from the Council in advance.
* Please leave the hall and kitchen clean and tidy for the next hirer. A brush, dustpan, mop and bucket are in the hall and kitchen. Please bring your own tea towels.
* Please note that all hirers need to arrange to collect keys from the Parish Office. Keys will not be issued unless a booking form has been received.
* All bookings are considered provisional until we receive a completed booking form.
* We will issue an invoice to the organisation / person named above when you collect / return the keys or immediately before or after the hire.
* In the event that the hall is left in a condition that requires cleaning, we will make an additional charge of £25.

Confirmation

I agree to Yatton Parish Council’s Terms and Conditions for the hire of Hangstones Pavilion.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

|  |  |
| --- | --- |
| Date received: |  |

|  |  |
| --- | --- |
| Date authorised: |  |

|  |  |
| --- | --- |
| Authorised by: |  |

**Yatton Parish Council**

Hangstones Pavilion

Stowey Road

Yatton

Bristol

BS49 4HS

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*OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham*

Hangstones Pavilion Room Hire

Terms and Conditions and Application Forms

1. Definitions

The following words or expressions have the following meanings in this document:

**The Council**: means Yatton Parish Council or its authorised representative(s);

**The Hirer**: means the person signing the booking form and whom, when signing on behalf of an organisation, is jointly and severally responsible with the organisation for the hire charge;

**The Function**: means the purpose for which the Pavilion is hired;

**The Pavilion**: means the land and premises hired for the function as described on the booking form.

1. Access
   1. Contact the Parish Council Office in advance to arrange for collection of keys. There is a single key to both front door locks.
   2. Do not ask any grounds staff who may be on site to let you in.
   3. Ensure that the front gate is open all the time you are in the pavilion. If you are expecting more than nine cars, also ensure that the yellow barrier to the overflow car park is open. The combinations to both padlocks are on the keyring (the barrier padlock has a small button on the end which you need to push to release the clasp).
   4. The Council and any person authorised by the Council has the right of free and unimpeded entry, at all times and for all purposes, to and from the Pavilion.
   5. Exits from the Pavilion must not be blocked or restricted.
   6. Hire of the Pavilion does not entitle the hirer to use or enter the Pavilion at any time other than the specific hours for which the Pavilion is hired unless prior arrangements have been made with the Council.
2. Use of the Building
   1. There is an accessible toilet to the right of the front door. If you need more toilet facilities, ask for the internal door opposite the doors to the hall to be left unlocked.
   2. If the heating is on, please do not adjust the radiator thermostats. There is a wall thermostat behind the bar area; please use this to set the desired temperature (note that the display shows the room temperature; if it is increased, the display alters as the room temperature gradually increases). Ensure it is reset to 17°C when you leave.
   3. Firefighting equipment must not be removed or tampered with.
   4. Please be aware that the Parish Office is downstairs and towards the back of the building, and that people in the office may use the kitchen.
   5. Do not attempt to open the patio doors or folding doors unless we have lent you a patio door key. Attempting to open the folding doors without a patio door key can damage them. If you do open the patio doors or folding doors, please ensure they are securely fastened, with all the catches in the “up” position, and that the patio doors are locked before you leave.
   6. Do not let anyone come into the hall with muddy footwear.
   7. Do not let people lean on or walk against the fire doors. If you think this may have happened please check that the fire doors are securely closed (they can look closed even when they are not).
   8. If you open the back door in the kitchen, please lock it before you leave.
   9. If you have unlocked the internal door to the downstairs toilets, please lock it before you leave.
   10. Leave the hall, kitchen and foyer in the same condition as you found them so that they are ready for the next user. There is a broom, mop and dustpan and brush in the kitchen.
   11. There are no recycling facilities at the Pavilion so please take any recyclable materials away with you.
   12. Clear all waste bins that you use, including nappy bins. Renew the liners and place the rubbish in the dustbin in the entrance hallway.
3. Applications
   1. Applications must be made using the attached booking form.
   2. Hirers wishing to sell alcoholic drinks must also complete a separate Application Form for Permission to Sell Alcoholic Drinks at Hangstones Pavilion.
   3. Forms must be signed by someone who is at least 21 years of age.
   4. The Council reserves the right to refuse or terminate any application at any time and is not obliged to give a reason.
4. Charges
   1. The hire charge shall be in accordance with the scale of charges set and published by the Council, details of which are available on request.
   2. Hirers from organisations must have public liability insurance cover with a minimum indemnity of £5 million. Public liability insurance can be provided for private hirers for an additional 10% of the booking fee.
5. Payment
   1. Confirmation of a booking will not be issued until receipt of the signed booking form.
   2. An invoice will be sent for the full amount to the hirer. Please note that hire of the main part of the Pavilion (including the hall, meeting room, kitchen and toilets) is subject to VAT; public liability insurance and the hire of the pitches and changing rooms are VAT-exempt.
   3. All invoices are to be paid according to the Council’s payment terms.
   4. Cheques must be made payable to Yatton Parish Council, crossed A/C Payee, and not to any individual officer of the Council.
   5. Payment may also be made online using the details supplied on the invoice.
6. Cancellation by the Hirer
   1. The hirer must give emailed or written notice of any cancellation to the Council.
   2. If the Council are able to rehire the Pavilion for the booked date(s), a refund of the hire fee may be given but this will be at the sole discretion of the Council. A cancellation fee may be applicable if the Council are unable to rehire the Pavilion for the booked date(s).
7. Sub-Letting
   1. The hirer must not rehire or sub-let the Pavilion or any part of it.
8. Damage, Loss or Accident
   1. The Council shall not be liable for loss due to breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, Government restriction or act of God which may cause the Pavilion to close or the hire to be interrupted or cancelled.
   2. The hirer shall pay the amount certified by the Council as the amount incurred by the Council in making good any damage to or loss of use of the Pavilion including (but not limited to) adjacent premises, furniture, carpets, furnishings and fittings, or any article owned by the Council or their partners/customers arising in any way out of the hire.
   3. The Council will not accept any responsibility for the loss of, or damage to, any car or other vehicle which, in connection with the function, may be brought to or left within the precincts of the Pavilion. The hirer must ensure that no car or other vehicle is in any unauthorised or obstructive position and that instructions given by the Council as to the parking of vehicles are fully observed.
   4. The Council will not accept any responsibility for the loss of, or damage to, any possessions or equipment of the hirer in connection with the hire that may be brought to or left within the precincts of the Pavilion.
   5. The Parish Council accepts no liability for loss of, or damage to, property in or around the Pavilion or car park.
9. Maintenance of Good Order
   1. The hirer will be responsible for the maintenance of good order at all times during the hire and must ensure that no-one trespasses on parts of the Pavilion not hired.
   2. Upon the instruction of the Council, the hirer must remove, or arrange to have removed, any persons from the Pavilion.
   3. The hirer shall, at their own expense, arrange for the attendance of sufficient police officers or security personnel at their function if, in the opinion of the Council, such attendance is desirable.
10. Vacation of the Pavilion
    1. The hirer shall ensure that the Pavilion is vacated by everyone attending the function when the finishing time specified on the booking form has been reached.
    2. All articles brought to the Pavilion in connection with the hire shall be removed when the finishing time specified on the booking form has been reached: otherwise the hirer will be charged for each day, or part of a day, until the articles are removed.
11. Catering
    1. The Hirer must not sell, or permit to be sold, in or around the Pavilion, any refreshments without the consent of the Council.
    2. For events where catering facilities are hired, the hirer must provide the necessary Food Safety Certificates. Making and selling food at a charity event or one-off events like parties does not require a Food Safety Certificate: however, all food must be handled safely in line with Food Standards Agency advice.
    3. Hirers must leave the catering facilities in a clean and tidy condition that meets the satisfaction of the Council.
    4. You are welcome to use the kitchen and cups, plates, cutlery etc., but please provide your own tea, coffee, milk etc.
    5. Wash up and dry any of our utensils that you have used. It would be helpful if you could provide your own tea towels.
    6. Ensure you have not left any food either in the open or in the fridge.
12. Entertainment
    1. Hirers must observe all the conditions attached to any applicable entertainment licences for the Pavilion.
    2. Copyrighted work must not be performed without the permission of the copyright holder, such permission being shown to the Council prior to the hire.
13. Alcohol
    1. Hirers wishing to sell alcoholic drinks must complete a separate Application Form for Permission to Sell Alcoholic Drinks at Hangstones Pavilion.
    2. Only canned drinks may be stocked and sold.
    3. Drinks with an alcohol content greater than 20% must not be sold.
    4. Alcoholic drinks must be kept in a lockable container or fridge that is left locked when not in use. A key to this container must be held by one nominated person from the hiring organisation and a spare key given to the Parish Council Office. Keys must be returned to the parish Council Office upon request.
    5. Any remaining stock of alcoholic drinks must be removed at the end of the hire period and not left in the building.
    6. Any drinking glasses or containers must be reusable plastic, i.e. no glass items and no single-use plastics.
    7. The sale of alcohol is permitted between 10:00am and 11:30pm every day except Mondays, when the permitted hours are 10:00am to 5:00pm.
14. Electrical Equipment
    1. No additional lights, electrical extensions or electrical equipment shall be used without a circuit breaker and without the previous consent of the Council.
    2. All electrical equipment must have a valid portable appliance testing (“PAT”) certificate.
    3. Electric cables must be covered with approved safety cable covers.
15. General Conditions
    1. The Pavilion and its grounds are a no smoking area.
    2. Fly-posting is prohibited.
    3. No bolts, nails, tacks, screws or similar objects, nor any flags, emblems or posters, shall be driven into any part of the Pavilion or fixed to it.
    4. Bouncy castles are not permitted.
    5. Smoke machines are not permitted.

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Privacy Notice

1. When You Contact Us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

1. The Council’s Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e):

* Processing is with the consent of the data subject, or;
* Processing is necessary for compliance with a legal obligation, or;
* Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

1. Information Security

Yatton Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You many request the deletion of your data held by Yatton Parish Council at any time).

1. Children

We will not process any data relating to a child under 13 without the express consent of their parent or guardian.

1. Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Controller: The Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS. Tel: 01934 838971, email clerk@yatton-pc.gov.uk.

1. Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS, tel: 01934 838971, email clerk@yatton-pc.gov.uk, to request this.

1. Information Deletion

If you wish Yatton Parish Council to delete the information held about you please contact: The Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS, tel: 01934 838971, email clerk@yatton-pc.gov.uk, to request this.

1. Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact: The Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS, tel: 01934 838971, email clerk@yatton-pc.gov.uk, to object.

1. Rights Related to Automated Decision Making and Profiling

Yatton Parish Council does not use any form of automated decision making or the profiling of individual personal data.

1. Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling and we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure that your data is stored securely. We delete all information deemed to be no longer necessary. We review our Privacy Policies to keep them up to date in protecting your data. You can request a copy of our policies at any time.

1. Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS, tel: 01934 838971, email clerk@yatton-pc.gov.uk and/or to the Information Commissioner’s Office: tel 0303 123 1113; email casework@ico.org.uk.